



VA Community Living PPL Web Portal User manual

The background is a solid blue gradient. At the top, there are several wavy, horizontal lines in shades of light blue and cyan, creating a layered, water-like effect. The rest of the background is a uniform medium blue.

Logging in



Web Portal

User Name:
Password:

☒ Save Your User Name On This Computer

Login

- [Online User Registration](#)
- [Forgot Username or Password](#)
- [Download Adobe Acrobat Reader](#)

PPL Overview

PPL was established in 1999 as an affiliate of Public Consulting Group (PCG), a national management consulting firm. PCG provides consultation and outsourcing to health and human services organizations that improve their service quality, operations, and fiscal performance. PCG is based in Boston, Massachusetts and has over 500 employees with offices in 21 states. PPL was initially formed to provide assistance to the Robert Wood Johnson Foundation's national pilot demonstrations in Self-Determination. PPL offers a rich array of fiscal intermediary and related administrative services to public agencies and participants seeking to develop consumer-directed services and supports. Currently, PPL serves more than 20,000 consumers in 12 states.

Resources

- [User Manual](#)

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Enter your username and password to log in



Public Partnerships Web Portal

Program and Role Selector

You have access to more than one program. Please select a program and role you want to use.

Program:

- VA AAA BAY Program
- VA AAA JABA Program
- VA AAA VPAS Program

Role:

Go

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Select the Agency you work for, from the drop down list. Click "Go" to continue

Participant Enrollment



Web Portal

Welcome Peter Pan (External ID: 004945263) [Logout](#) | [Change Password](#)

[Participant Search](#) [Attendee Search](#) [Contact Us](#)

Participant Search

Participant Last Name

Participant First Name

Participant ID

Peer Place Number

Telephone

EIN Number

Once you have logged in, you will be brought to the Participant Search page. Enter your participant's information to search for the person. You may enter information into one or more search fields. You may also click Search without entering anything in the search fields and the search will return all Participants associated with your Agency.

If you would like to enroll a new participant, click the button on the bottom of the screen. We recommend searching for the participant first in case the information has already been entered.

Add Participant

Enroll a New Participant

Please enter the following information. All fields are required for good to go, unless otherwise

Participant Demographic Information

Employee Placement *	- Select - ▼
AAA Name *	- Select - ▼
Peer Place Number	<input type="text"/>
First Name *	<input type="text"/>
Middle Name (optional)	<input type="text"/>
Last Name *	<input type="text"/>
Mailing Address	<input type="text"/>
Mailing Address 2 (optional)	<input type="text"/>
Mailing City	<input type="text"/>
Mailing State	VA ▼
Mailing Zip Code	<input type="text"/>
Phone	<input type="text"/>
Alt. Address (optional)	<input type="text"/>
Alt. Address 2 (optional)	<input type="text"/>
Alt. City (optional)	<input type="text"/>
Alt. State (optional)	VA ▼
Alt. Zip Code (optional)	<input type="text"/>
Alt. Phone (optional)	<input type="text"/>

Enter the participant's demographic information here. You must enter the AAA name (your agency's name) and chose a Yes or No in the Employee Placement field. Yes means participant will be hiring his/her own employees. No means all services will be sought through the AAA.

Continued on next page...

Copy Participant Address Information from Above

Employer of Record

EOR First Name	<input type="text"/>
EOR Last Name	<input type="text"/>
Preferred Name (optional)	<input type="text"/>
SSN	<input type="text"/>
Address	<input type="text"/>
Address 2 (optional)	<input type="text"/>
City	<input type="text"/>
State	<input type="text" value="Virginia"/>
Zip Code	<input type="text"/>
Phone	<input type="text"/>
E-mail (optional)	<input type="text"/>

Service Coordinator

Service Coordinator	<input type="text" value="- Select -"/>	<input type="button" value="View/Edit Service Coordinator"/>	<input type="button" value="Add New Service Coordinator"/>
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When participant has employee placement, participant will be set up as an Employer by PPL. In some cases the Employer Of Record (EOR) will be someone other than the participant. Regardless, EOR information must be filled out even if the participant is also an EOR.

Please associate the participant to a Service Coordinator at the bottom of the screen

PPL Admin use only

The screenshot shows a web application window titled "Add Service Coordinator". Inside the window, there is a form with the following fields:

- Service Coordinator (label)
- First Name (optional) * (text input)
- Last Name (optional) * (text input)
- Address (optional) * (text input)
- Address2 (optional) (text input)
- City (optional) * (text input)
- State (optional) * (dropdown menu showing "- Select -")
- ZipCode (optional) * (text input)
- Phone No (optional) * (text input)
- Fax Number (optional) (text input)
- EMail (optional) * (text input)

At the bottom of the form, there are two buttons: "Save" and "Cancel".

PPL Admin use only

If you've clicked on Add Service Coordinator, (SC) please fill out the information asked for in this screen. This information is what PPL will use to contact the appropriate SC if there is a question about a particular participant.



Authorizing budgets and services

Participant Profile

Participant Demographic Information

Employee Placement

AAA Name	VPAS
Peer Place Number	
First Name	Tester
Middle Name (optional)	
Last Name	Adam
Mailing Address	111 VA WAY
Mailing Address 2 (optional)	
Mailing City	Fair Fax
Mailing State	VA
Mailing Zip Code	23219
Phone	6174262026
Alt. Address (optional)	
Alt. Address 2 (optional)	
Alt. City (optional)	
Alt. State (optional)	
Alt. Zip Code (optional)	

Alt. Phone (optional)

Date of Birth (MM/DD/YYYY)

07/01/1929

Gender (optional)

M

Primary Language (optional)

ENGLISH

Employer of Record

Address 2 (optional)

Employer ID Number (EIN)

E0000036

Service Coordinator

Service Coordinator ID : 004945263

Edit Participant

Service Authorizations

Associated Attendants

Print Forms

Go back to the Participant Profile and click on Service Authorizations to enter the participant's budget and service authorizations.

New Budget

Create New Savings Period

Participant First Name: **Tester**
Participant Last Name: **Adam**
Participant ID Number: **C000068**

Start Date:

End Date:

The first thing you will be asked to do is to enter the new “savings period”. All unused authorized funds will be pooled into the “savings budget” for later use to cover past-due timesheets and invoices, as well as purchases over \$1200/month limit, when appropriate.

The savings period should always begin on 7/1/2009 and end on 3/31/2010 for this program.

Click Continue to proceed to budget creation screens

Budgets For Tester Adam (ID#C000068)

Savings Period: 7/1/2009 - 3/31/2010

New Savings Period

Total Budget:	\$0.00	Current Savings Amount:	\$0.00
Total Allocated:	\$0.00	Current Savings Allocated:	\$0.00
Total Spent:	\$0.00	Current Savings Spent:	\$0.00
Total Balance:	\$0.00	Current Savings Balance:	\$0.00

Monthly Budgets:

You do not have any Monthly Budgets. To create a budget, click on New Budget button below

Savings Budget:

Budget Id	Amount	Allocated	Spent	Balance	Detail
2510000	\$0.00	\$0.00	\$0.00	\$0.00	Budget Detail

New Budget

Back to Participant Profile

Click on New Budget to create the new monthly budget for the participant. This is where you can authorize how much money the participant may spend in a month.

Current Savings Amount: \$0.00

Current Savings Allowed: \$0.00

Current Savings \$

Current Savings B

Create New Monthly Budget

Please enter the amount and date range for the new budget.

Budget Amount: 1200

Start Date: 7/1/2009

End Date: 7/31/2009

Create

Cancel

budget, click on N

Spent	Balance	Detail
\$0.00	\$0.00	Spent + Detail

The maximum amount that you can authorize per month is \$1,200, per rules of the program. The budgets must begin and end within the same month (so if the begin date is in September, the end date must also be in September). Unused funds in the budget will be swept into the Savings Budget 45 days after the end of the budget month. Attendants and Agencies are instructed to submit all timesheets and invoices for that month by that date.

Once the budget entry is completed, click Create to proceed to set up service authorizations.




Budgets For Tester Adam (ID#C000068)

Savings Period:

Total Budget:	\$1,200.00	Current Savings Amount:	\$0.00
Total Allocated:	\$0.00	Current Savings Allocated:	\$0.00
Total Spent:	\$0.00	Current Savings Spent:	\$0.00
Total Balance:	\$0.00	Current Savings Balance:	\$0.00

Budget successfully created.

Monthly Budgets:

Budget Id	Start	End	Amount	Allocated	Spent	Balance	Detail	Action
2520000	7/1/2009	7/31/2009	\$1,200.00	\$0.00	\$0.00	\$0.00	Budget Detail	  

To authorize services to be purchased with the budgeted funds, click on Budget Detail.

Budget Detail For Tester Adam (ID#C000068)

Budget: \$1,200.00

Total Allocated Funds: \$0.00

Total Unallocated Funds: \$1,200.00

Total Authorizations:

\$0.00

Total Spent:

\$0.00

Total Balance:

\$0.00

Start Date:

7/1/2009

End Date:

7/31/2009

There are no Service Authorizations for this Participant.

New Service Authorization

Back to Budgets

Back to Participant Profile

Click "New Service Authorization" on this screen to proceed.

Create New Service Authorization (* required)

Please enter the following information to request a new Service Authorization

* Service Type: S5126TS: Personal Care Services

Notes/Comments:

* Start Date:

* End Date:

[Back to Participant Profile](#)

Create New Service Authorization (* required)

Please enter the following information to request a new Service Authorization

* Service Type: S5150TS: Respite Services

Notes/Comments:

* Start Date: 8/1/2009

* End Date: 8/31/2009

Available Funds: \$1,200.00

* Dollars: 400

Create Cancel

Service Type Dropdown List:

- Select -
- ADC-INV: Adult Day Care Service
- ASD-INV: Assistive Devices Servi
- ASTL-INV: Assisted Living Servic
- CBCHECK: Criminal Back Ground
- CHORE-INV: Chore Services
- DCARE-INV: Dental Care Service
- DMSP-INV: Disposable Medical St
- GCR-INV: Groceries Service
- HDML-INV: Home Delivered Mea
- HMHR-INV: Home Rehabilitation
- PERS-INV: Personal Emergency I
- PRMD-INV: Prescription Medicati
- RCRD: Recreational Device Servi
- S5126INV: Personal Care Service
- S5126TS: Personal Care Service**
- S5136INV: Companion Services
- S5136TS: Companion Services
- S5150INV: Respite Services
- S5150TS: Respite Services

Create the services the participant is authorized to received and the appropriate dollar amount you are authorizing for each service.

The list of available and program approved services is available in the drop down menu.

Budget Detail For Tester Adam (ID#C000068)

Budget: **\$1,200.00**

Total Allocated Funds:	\$400.00	Total Authorizations:	\$400.00	Start Date:	7/1/2009
Total Unallocated Funds:	\$800.00	Total Spent:	\$0.00	End Date:	7/31/2009
		Total Balance:	\$400.00		

Your Service Authorization Request was approved.

Service	Attendant	Start Date	End Date	Line Total	Paid	Invoiced	Balance	Note	Status	Action
S5126TS: Personal Care Services		7/1/2009	7/31/2009	\$400.00	\$0.00	\$0.00	\$400.00	Personal care independent provider	Approved	  
Total:				\$400.00	\$0.00	\$0.00	\$400.00			

[New Service Authorization](#)

[Back to Budgets](#)

[Back to Participant Profile](#)

detail

edit

delete

Once you have created the authorization line, you may use the buttons on the right of the screen to view detail, edit, or delete the line. You will not be able to delete the line once services are billed against it. You also will not be allowed to edit the dollar amount to less than what has been billed against the authorization to date.

Budget Detail For Tester Adam (ID#C000068)

Budget: \$1,200.00

Total Allocated Funds: \$1,150.00

Total Unallocated Funds: \$50.00

Total Authorizations: \$1,150.00













Total Spent: \$0.00

Total Balance: \$1,150.00

Start Date: 7/1/2009

End Date: 7/31/2009

Your Service Authorization Request was approved.

Service	Attendant	Start Date	End Date	Line Total	Paid	Invoiced	Balance	Note	Status	Action
CBCHECK: Criminal Back Ground Check		7/1/2009	7/31/2009	\$50.00	\$0.00	\$0.00	\$50.00		Approved	  
RCRD: Recreational Device Service		7/1/2009	7/31/2009	\$300.00	\$0.00	\$0.00	\$300.00		Approved	  
S5126TS: Personal Care Services		7/1/2009	7/31/2009	\$400.00	\$0.00	\$0.00	\$400.00	Personal care independent provider	Approved	  
S5150INV: Respite Services		7/1/2009	7/31/2009	\$400.00	\$0.00	\$0.00	\$400.00		Approved	  
Total:				\$1,150.00	\$0.00	\$0.00	\$1,150.00			

[New Service Authorization](#)[Back to Budgets](#)[Back to Participant Profile](#)



Once you have created all of the service authorizations for the month, you click Back to Budgets to return to the Budget detail screen.

Budgets For Tester Adam (ID#C000068)

Savings Period: 7/1/2009 - 3/31/2010 New Savings Period

Total Budget:	\$1,200.00	Current Savings Amount:	\$0.00
Total Allocated:	\$1,150.00	Current Savings Allocated:	\$0.00
Total Spent:	\$0.00	Current Savings Spent:	\$0.00
Total Balance:	\$1,150.00	Current Savings Balance:	\$0.00

Monthly Budgets:

Budget Id	Start	End	Amount	Allocated	Spent	Balance	Detail	Action
2520000	7/1/2009	7/31/2009	\$1,200.00	\$1,150.00	\$0.00	\$1,150.00	Budget Detail	 

Savings Budget:

Budget Id	Amount	Allocated	Spent	Balance	Detail
2510000	\$0.00	\$0.00	\$0.00	\$0.00	Budget Detail

Copy Budget

Edit Line

[New Budget](#)

[Back to Participant Profile](#)

You can see now that the budget detail screen reflects the authorizations you just set up in the budget. You can copy the month's budget for the following month if you'd like.

Budgets For Tester Adam (ID#C000068)

Savings Period:

Total Budget:	\$1,200.00	Current Savings Amount:	\$0.00
Total Allocated:	\$1,150.00	Current Savings Allocated:	\$0.00
Total Spent:	\$0.00	Current Savings Spent:	\$0.00
Total Balance:	\$1,150.00	Current Savings Balance:	\$0.00

Monthly Budgets:

Budget Id	Start	End	Amount	Allocated	
2520000	7/1/2009	7/31/2009	\$1,200.00	\$1,150.00	

Copy Budget
Please enter the date range for the new budget.
Start Date:
End Date:

Savings Budget:

Budget Id	Amount	Allocated	Spent	Balance	Detail
2510000	\$0.00	\$0.00	\$0.00	\$0.00	Budget Detail


Once you click “copy budget” button, you will be asked to enter the date range for the next budget. Again, the budget must begin and end within the same calendar month. After entering the date range for the new budget, click Copy to copy the budget.

Budget Period: 1/1/2009 - 9/30/2009 ▼

Total Budget:	\$3,420.00	Current Savings Amount:	\$802.00
Total Authorized:	\$2,060.00	Current Savings Authorized:	\$0.00
Total Spent:	\$0.00	Current Savings Spent:	\$0.00
Total Balance:	\$2,060.00	Current Savings Balance:	\$0.00

Monthly Budgets:










Budget Id	Start	End	Amount	Allocated	Spent	Balance	Detail	Action
50000	1/1/2009	4/1/2009	420	\$420.00	\$0.00	\$420.00	Budget Detail	 
130000	4/2/2009	4/30/2009	\$1,000.00	\$400.00	\$0.00	\$400.00	Budget Detail	 
180000	8/1/2009	8/31/2009	\$1,000.00	\$520.00	\$0.00	\$520.00	Budget Detail	 
170000	9/1/2009	9/30/2009	\$1,000.00	\$720.00	\$0.00	\$720.00	Budget Detail	 

If you clicked on “Edit Line”, you will see the option to edit budget amount. You can then click the  icon to accept the budget change. You can also click on Budget Detail to see detailed information about the budget and usage to date.

Budget Detail For Tester Adam (ID#C000043)

Budget: **\$420.00**

Total Allocated Funds:	\$420.00	Total Authorizations:	\$420.00	Start Date:	1/1/2009
Total Unallocated Funds:	\$0.00	Total Spent:	\$0.00	End Date:	4/1/2009
		Total Balance:	\$420.00		

Service	Attendant	Start Date	End Date	Line Total	Paid	Invoiced	Balance	Note	Status	Action
CBCHECK: Criminal Back Ground Check		1/1/2009	4/1/2009	\$20.00	\$0.00	\$0.00	\$20.00		Inactive	  
S5136TS: Companion Services		1/1/2009	4/1/2009	\$200.00	\$0.00	\$0.00	\$200.00		Inactive	  
S5150TS: Respite Services		1/1/2009	4/1/2009	\$200.00	\$0.00	\$0.00	\$200.00		Inactive	  
Total:				\$420.00	\$0.00	\$0.00	\$420.00			

See Details

Edit Line

Delete Line

[New Service Authorization](#)

[Back to Budgets](#)

[Back to Participant Profile](#)

On the Budget Detail screen, you can edit the authorization lines, delete them, or see details of the authorization. Click on See Details to look at spending against the authorization, balance, and authorization revisions.

Service Authorization Detail

Service Authorization ID: AUL0000336

Consumer Name: Fullcycle Test

Consumer ID: 9988778899887788

Medicaid ID:

Vendor Name:

Service Type: Personal Care Services

Referral Status: Approved

Begin Date: 7/1/2009

End Date: 7/31/2009

Rate: \$8.12

Unit Type: HOUR

Units: 49.26

Total Amount : \$400.00

Notes:

Total Invoiced: \$255.30

[Hide Detail](#)

Id	Provider	Service	Service Date	Units	Pay Rate	Billable Rate	Line Amount
VA0000427587	First Fullcycle	S51 26TS: Personal Care Services	07/02/09	23.00	10	\$11.10	\$255.30

Total Paid: \$0.00

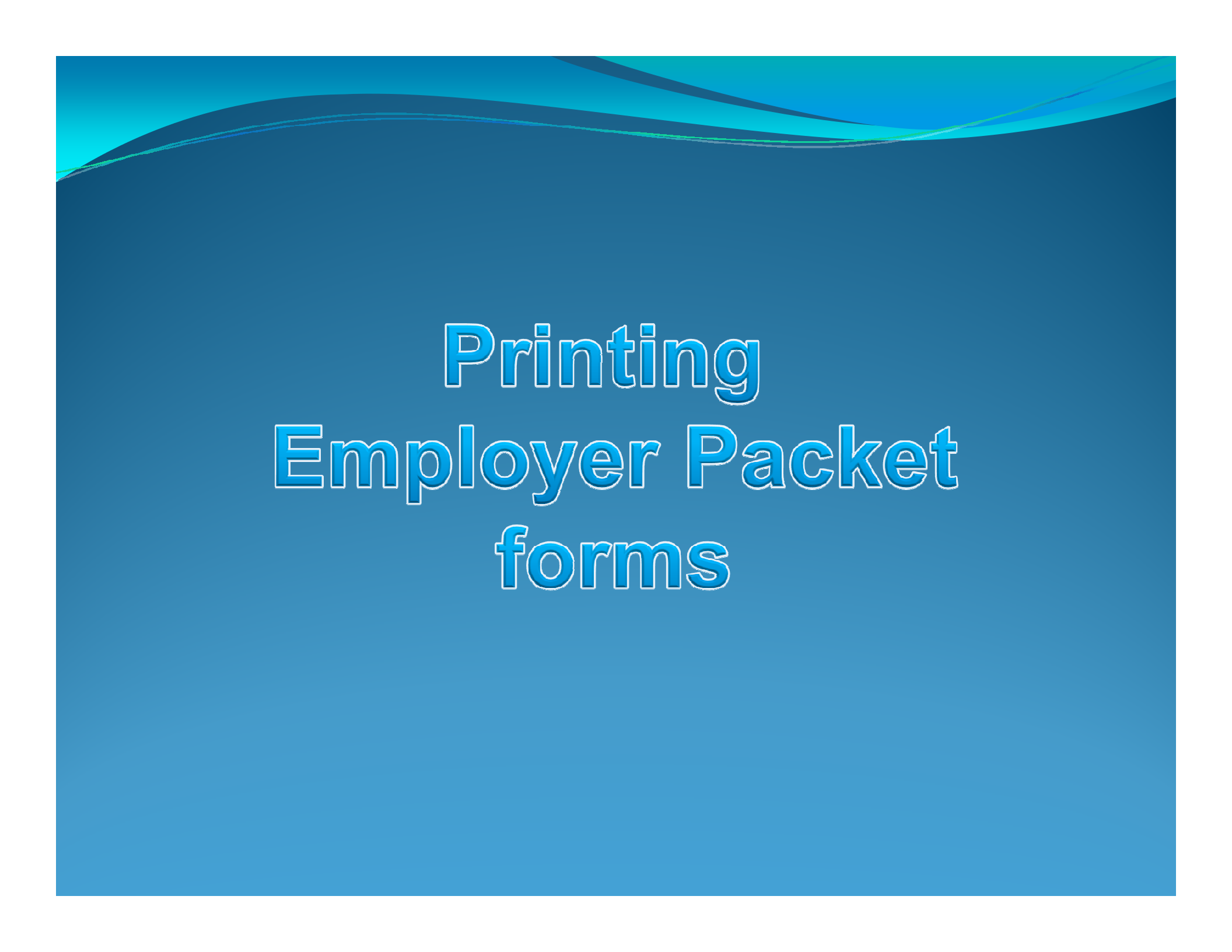
Total Balance: \$144.70

Revision History: [Hide Revision](#)

Start Date	End Date	Rate	Amount	Status	Created By	Created Date	Modified By	Modified Date
07/01/09	07/31/09	\$8.12	\$400.00	Approved	vaaaatestadmin	09/16/09 10:24 AM	vaaaatestadmin	09/16/09 10:24 AM

[Back](#)

Service Authorization Detail screen lists payments made for the authorized service, balance remaining, as well as any authorization revisions, when applicable.



Printing Employer Packet forms

Participant Profile

Participant Demographic Information

Employee Placement

AAA Name	VPAS
Peer Place Number	
First Name	Tester
Middle Name (optional)	
Last Name	Adam
Mailing Address	111 VA WAY
Mailing Address 2 (optional)	
Mailing City	Fair Fax
Mailing State	VA
Mailing Zip Code	23219
Phone	6174262026
Alt. Address (optional)	
Alt. Address 2 (optional)	
Alt. City (optional)	
Alt. State (optional)	
Alt. Zip Code (optional)	

Alt. Phone (optional)

Date of Birth (MM/DD/YYYY) 07/01/1929

Gender (optional) M

Primary Language (optional) ENGLISH

Employer of Record

Address 2 (optional)

Employer ID Number (EIN) E0000036

Service Coordinator

Service Coordinator ID : 004945263

Edit Participant

Service Authorizations

Associated Attendants

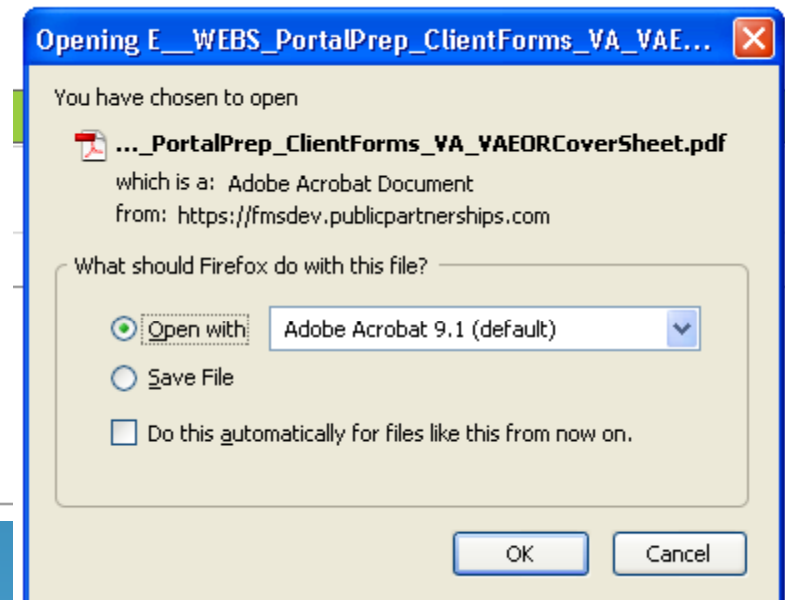
Print Forms

Back on the Participant Profile screen, you can click on “Print Forms” to access EOR packet forms. These are pre-populated and available for when the participant decides s/he will hire employees. Once the forms are signed by the participant, you or the participant will mail the forms to PPL for processing. PPL will then obtain a Federal Employer Identification Number from the government and the participant will be able to hire employees.

Participant Forms For Tester Adam (ParticipantID#C000068)

<input type="checkbox"/> VA EOR Cover Sheet	Preview/Print
<input type="checkbox"/> VA Signatory Authority	Preview/Print
<input type="checkbox"/> VA R-1	Preview/Print
<input type="checkbox"/> VA FC 27	Preview/Print
<input type="checkbox"/> VA PAR 101	Preview/Print
<input type="checkbox"/> Form SS4	Preview/Print
<input type="checkbox"/> IRS Form 2678	Preview/Print
<input type="checkbox"/> IRS Form 2848	Preview/Print
<input type="checkbox"/> IRS Form 8821	Preview/Print

[Back](#)



You may save the forms and email them to the participant, or print them to be mailed by regular mail. PPL must receive the packet in its entirety, with original signatures.

Associating Attendants

Participant Search

Participant Last Name	<input type="text"/>
Participant First Name	<input type="text"/>
Participant ID	<input type="text"/>
Peer Place Number	<input type="text"/>
Telephone	<input type="text"/>
EIN Number	<input type="text"/>

Search

Enroll a New Participant

Participant	Participant ID	Peer Place Number	Birth Date	Good To Serve	EmployerNo	Phone	Participant Profile	Authorizations
ADAM, TESTER	C000068		07/01/1929	No	E0000036	6174262026	Participant Profile	Authorizations
EPPARD, JANE	C000109		11/11/1927	No	E0000086	540 298-2283	Participant Profile	Authorizations
KING, CLEVELAND	C000105	1233321456998413	02/28/1961	Yes	E0000082	8047373848	Participant Profile	Authorizations
LONG, VDA	C000107		11/20/1921	No	E0000084		Participant Profile	Authorizations
MARKS, VDA	C000076		11/11/1926	No	E0000053	540-568-1212	Participant Profile	Authorizations
MERICA, ROBERT	C000110		03/03/1933	No	E0000087	540-298-3456	Participant Profile	Authorizations
RICHARDSON, VDA	C000075		09/12/1931	No	E0000052	5404341027	Participant Profile	Authorizations
SHIEFFETT, JOSEPH	C000108		11/15/1937	No	E0000085	540-289-1111	Participant Profile	Authorizations

Go back to the Participant Search screen, and look for the participant you just added. You can now click on Participant Profile to add attendants, print EOR packet forms, edit information, and create service authorizations.

Participant Profile

Participant Demographic Information

Employee Placement

AAA Name	VPAS
Peer Place Number	
First Name	Tester
Middle Name (optional)	
Last Name	Adam
Mailing Address	111 VA WAY
Mailing Address 2 (optional)	
Mailing City	Fair Fax
Mailing State	VA
Mailing Zip Code	23219
Phone	6174262026
Alt. Address (optional)	
Alt. Address 2 (optional)	
Alt. City (optional)	
Alt. State (optional)	
Alt. Zip Code (optional)	

Alt. Phone (optional)

Date of Birth (MM/DD/YYYY) 07/01/1929

Gender (optional) M

Primary Language (optional) ENGLISH

Employer of Record

Address 2 (optional)

Employer ID Number (EIN) E0000036

Service Coordinator

Service Coordinator ID : 004945263

Edit Participant

Service Authorizations

Associated Attendants

Print Forms

Once in the Participant Profile, click on Associated Attendants to add attendants who will be working for the participant.

Associate Attendants to Participant (C000068 - Tester Adam)

No Associated Attendant Found.

[Show Disassociated Attendants](#)

[Back](#)

Attendant Search

Attendant Agency/Vendor Name

Attendant First Name

Attendant Last Name

Attendant ID:

[Search](#)

The attendant search screen is similar to the participant search screen. Look for the attendant you need to associate to the participant.

Attendant Search

Attendant Agency/Vendor Name

Attendant First Name

Attendant Last Name

Attendant ID:

Search

Your search found 16 record(s). Click the Attendant Name to associate the Attendant.

Attendant Name	Attendant ID	Service Type
Tarzan Bigtail	E0160	Adult Day Care Service, Assistive Devices Service, Assisted Living Service, Chore Services, Personal Care Services, Companion Services, Respite Services
asdsa	E0170	Assistive Devices Service, Chore Services, Companion Services, Respite Services, Transportation Service
test	E0190	Recreational Device Service, Transportation Service

Once you have located the attendant you were looking for, click on the attendant's name to complete the association.


Associate Attendants to Participant (C000068 - Tester Adam)

Attendant ID	Attendant Name	Phone Number	Attendant Type	Disassociate Attendant	Services
E0160	Tarzan Bigtail	6174262026	AG	Disassociate Attendant	Services

[Show Disassociated Attendants](#)[Back](#)

Disassociate Attendant

Attendant Name: Bigtail Tarzan

Termination Date: 

- ☐ Worker quit due to dissatisfaction with SDAC program
- ☐ Worker quit due to dissatisfaction with pay
- ☐ Worker quit due to scheduling issues
- ☐ Worker quit for unknown reasons
- ☐ Worker was let go due to performance issues
- ☐ Worker was let go due to member dissatisfaction
- ☐ Worker was let go due to scheduling issues
- ☐ Member was disenrolled from the SDAC program
- ☐ Other

[Disassociate](#) [Cancel](#)

Similarly, you may disassociate attendants, by clicking on the Disassociate Attendant button. In the screen that pops up you will be asked for a reason for the disassociation. Only associated attendants will be able to submit timesheets for a participant they are employed by. Click on Services to specify which services the attendant will be performing.

Participant Attendant Services

Services

	Service Name	Service Description	Service Code	Maximum Rate	Desired Rate	Rates Count
<input type="checkbox"/>	Adult Day Care Service	Adult Day Care Service for Agency Providers	ADC-INV	As Negotiated	\$0.00	Rates [0]
<input type="checkbox"/>	Assisted Living Service	Assisted Living Service for Agency Providers	ASTL-INV	As Negotiated	\$0.00	Rates [0]
<input type="checkbox"/>	Assistive Devices Service	Assistive Devices Service for Agency Providers	ASD-INV	As Negotiated	\$0.00	Rates [0]
<input type="checkbox"/>	Chore Services	Chore Services for Agency Providers	CHORE-INV	As Negotiated	\$0.00	Rates [0]
<input type="checkbox"/>	Companion Services	Companion Services for Independent Providers	S5136TS	\$17.92	\$0.00	Rates [0]
<input type="checkbox"/>	Personal Care Services	Personal Care Services for Independent Providers	S5126TS	\$17.92	\$0.00	Rates [0]
<input type="checkbox"/>	Respite Services	Respite Services for Independent Providers	S5150TS	\$20.16	\$0.00	Rates [0]

Add/Update Employee Service Rates

Save

Close

This Provider has No Services Rates to display

Add New Rate

Choose the services that the attendant will be performing. Independent providers will only be able to submit timesheets for the following services: S5136TS, S5126TS, S5150TS. All other services are for agencies only.

Once the services are selected, click on Rates to specify the pay rate at which this attendant was hired by this participant. Attendants may be hired by different participants at different pay rates.

Click on Add New Rate to continue.

Add/Update Employee Service Rates

Employee Service Rates

	Employee No	Service Code	Rate	Start Date (mm/dd/yy)	EndDate (mm/dd/yy)
Update Cancel	E0160	ADC-INV	10.84	7/1/2009	8/31/2009

Add New Rate

Add/Update Employee Service Rates

Employee Service Rates

	Employee No	Service Code	Rate	Start Date (mm/dd/yy)	EndDate (mm/dd/yy)
Edit	E0160	ADC-INV	10.84	07/01/09	08/31/09

Add New Rate

Enter the pay rate and the time period for which the rate is valid. This can be edited in the future. You may enter multiple rates for different time periods, if a pay increase was negotiated by the attendant at the time of hire.

User Management

Manage Users

Search for the user that you want to manage by setting one or more of the filters below. Then, click the Search button.

Add New User

First Name:

User Name:

User Is In Role:

Is Active:

Date Entered Start:

Last Name:

Program Role:
Consumer
PPL Admin
Service Coordinator VA AAA

Date Entered End:

Search

The User Management module can be used for creating new users, as well as managing existing users. To add a new user, click the “Add New User” button.

Add User Account

To add a new user, fill in the fields below and then click Submit.

First Name:	<input type="text" value="Molly"/>	Last Name:	<input type="text" value="Testname"/>
User Name:	<input type="text" value="MollyTest"/>	Email Address:	<input type="text" value="Mollytest@pcgus.com"/>
Is Active:	<input type="button" value="Yes"/> ▼	Is Active Directory User:	<input type="button" value="No"/> ▼
Password:	<input type="password" value="••••••••"/>	Confirm Password:	<input type="password" value="••••••••"/>
Assign To Program Role		Linked To External Account - Search By Name	
<input checked="" type="checkbox"/> AAA Administrator - Supervisor		<input type="text" value="bay"/>	
<input type="checkbox"/> Consumer		<input type="text" value="BAY AGING1 ID#E0050"/>	
<input type="checkbox"/> PPL Admin		<input type="text" value="-----"/>	
<input type="checkbox"/> Service Coordinator VA AAA		<input type="text" value=""/>	
Program Role(s):			
Notes:	<input type="text"/>		
<input type="button" value="Submit"/> <input type="button" value="Cancel"/>			

Enter the individual's First name, Last name, desired username, email address, and password. Passwords should be at least 8 characters in length, and contain at least 1 upper case letter, 1 number, and one special character (!@#\$%^&*)

Check off the correct box under "Assign to Program Role" and start typing the person's name or Agency name under "Linked to External Account". The name table will populate and you will be able to select the correct individual from the list that will appear below. Click Submit when finished.

User Account Added

The user account was successfully added to the system.

You have now successfully created a new user account. Please test it yourself before giving it to the individual who will be using it. You can test it by going back to the log in page, and logging in with the user ID and password you have just created.